



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ACCOUNTS AUDITOR MANAGER - IT

Job Number: 20001687

Job Code: 91880V151116

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 12/16/2007

Job Revised: 08/16/2015

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$27,665 - Hourly

\$4,495.58 - 37.5 Hr. Monthly Salary

\$4,795.10 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the direction of the Information Technology (IT) Division Director, manages IT audits of all local and state governmental entity automated systems assigned. Serves in a highly technical capacity reporting to the IT Division Director. Performs duties of the IT Division Director when absent or on request. Serves as main liaison between Office of Auditor of Public Accounts and audit entities regarding audit matters. Coordinates activities between federal and state auditors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of college or university with a bachelor's degree which includes twenty semester hours or thirty quarter hours in accounting OR a bachelor's degree in a computer science field.

EXPERIENCE:

Must have seven years of professional auditing experience OR seven years of professional experience in a computer science field (such as computer science programming, systems analysis, data base analysis, information systems management) which must include at least four years of professional audit experience.

Substitute EDUCATION for EXPERIENCE:

Any of the following four options will substitute for one year of the required experience (either auditing or computer science experience). If any of these options are utilized, applicant must still have at least four years of professional audit experience to qualify as noted above. 1. A master's degree in accounting, business administration, or a computer science field. 2. Passing score on the Certified Information Systems Auditor exam; 3. Passing score on the Certified Public Accountant exam; 4. Passing score on the Certified Fraud Examiner exam; 5. Bachelor's degree which MUST include twenty semester hours or thirty quarter hours in accounting AND eighteen semester hours or twenty-seven quarter hours in computer science.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Prior to attaining merit status in the position of Public Accounts Auditor Manager - IT, must obtain certification/licensure in one of the following areas: Certified Public Accountant (CPA); Certified Information Systems Auditor (CISA); Certified Public Financial Officer (CPFO); Certified Fraud Examiner (CFE); OR license to practice law in the state of Kentucky. Subsequent to obtaining one of the specified certifications/licenses within the required time period, must maintain a current certification/license in one of the five areas identified above for the length of employment in this capacity.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures the completion of all IT audit assignments for agencies by scheduling audits, interpreting audit procedures and policy for agency personnel. Assists agency personnel with the design or installation of information system controls or accounting controls, serves as over-all supervisor of auditors assigned to the Branch. Serves as primary contact with agency management. Coordinates activities with outside audit organizations such as public accounting firms and federal cognizant agencies. Approves administrative documents such as time reports, leave requests and travel vouchers. At request of or in the absence of the Division Director, schedules audit assignments, responds to requests of the State Auditor and Assistant State Auditor or other agency divisions. Represents the Division Director or Assistant State Auditor at official functions. Performs technical review of any division audit report issued by the APA. Administers other divisional functions as required. Reviews and revises IT audit programs for use by audit teams and in response to changing audit requirements or system modification or implementation. Conducts training sessions in audit-related areas. Revises IT audit manual in response to changes in the audit environment in order to keep current. Manages the task of providing technical interpretations to staff regarding IT related governmental accounting, financial reporting, or IT related standards as contained in authoritative literature. Acts as liaison among the office divisions or other state agencies concerning IT related issues. Prepares audit budget and key status reports on IT audit progress and completion. Attends professional meetings, reviews professional publications, and contacts experts for the purpose of maintaining current knowledge in the fields of IT auditing. At direction of Division Director, serves as auditor-in-charge on complex IT audits, performing audit program steps relating to planning, assignment of work, on-the-job training, reviewing of working papers, arriving at conclusions, delivering audits, holding exit conferences and evaluating performance. Based on audit results, writes IT audit findings, reports, or internal memorandum of control assessment or compliance evaluations. Complies and reviews audit findings or report before submission to Division Director. Serves in an advisory capacity to the Division Director and Assistant State Auditor on major procedural and policy questions. As part of an audit team, participates in the examination of IT systems for third party reliance.

UNIQUE PHYSICAL REQUIREMENTS:

Normal physical activity is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.